

**State of Georgia
Record Series Profile
Records Retention Schedule**

Application #: 980901-01

Sheet: 1 of 1

Schedule #: 74-0011A

Effective Date: 09/01/98

Supersedes Schedule #: 74-0011A

Effective Date: 3/20/97

Agency Code: 0484

Agency: Department of Transportation

Creating Office: Administrative Division

Series/Title Dates: Bulk Petroleum Cost Accounting File, 1971 - [Ongoing]

Access: Open

Class: Individual

Function Documented: Maintaining records of the distribution of petroleum from the Department's bulk petroleum stations.

Consists of: Bulk petroleum invoices and bulk petroleum issue summary report

Arrangement: Numerically by bulk petroleum station number.

Media: Paper

Retention Requirements: Federal Law: Three (3) years (FHPM Vol 1, Chapt. 6, Sect. 2)

Disposition Instructions: Cut off at the end of each fiscal year:

**District Offices, Office of Equipment Management, and
Maintenance Activities Unit:**

Transfer to local holding area;

Hold three (3) years after fiscal year in which created;

Destroy.

Note: These files may not be destroyed until all audit questions are resolved.

Cost Accounting Unit:

Transfer to State Records Center;

Hold three (3) years after fiscal year in which created;

Destroy.

This record series profile gives the records retention plan and disposition instructions approved by the State Records Committee for the named record series by the named creating offices.



Edward Weldon
Secretary of State Designee

9/9/98

Date

**State of Georgia
Record Series Profile
Records Retention Schedule**

Application #: 970221-02

Sheet: 1 of 1

Schedule #: 74-0011A

Effective Date: 03/20/97

Supersedes Schedule #: 74-11A

Effective Date: 10/09/95

Agency Code: 0484

Agency: Department of Transportation

Creating Office: Administrative Division

Series/Title Dates: Bulk Petroleum Cost Accounting File, 1971 - [Ongoing]

Access: Open

Class: Individual

Function Documented: Maintaining records of the distribution of petroleum from the Department's bulk petroleum stations.

Consists of: Bulk petroleum invoices and bulk petroleum issue summary report

Arrangement: Numerically by bulk petroleum station number.

Media: Paper

Retention

Requirements: Federal Law: Three (3) years (FHPM Vol 1, Chapt. 6, Sect. 2)

Disposition Instructions: Cut off each June 30 and December 31:
District Offices, Office of Equipment Management, and Maintenance Activities Unit:
Transfer to local holding area;
Hold three (3) years after fiscal year in which created;
Destroy.

Note: These files may not be destroyed until all audit questions are resolved.

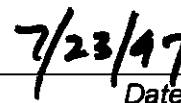
Cost Accounting Unit:

Transfer to State Records Center;
Hold three (3) years after fiscal year in which created;
Destroy.

This record series profile gives the records retention plan and disposition instructions approved by the State Records Committee for the named record series by the named creating offices.



Edward Weldon
Secretary of State Designee


Date

Schedule #74-11A
Approved 10-9-85

BULK PETROLEUM COST ACCOUNTING FILE

Approved disposition instructions for schedule 74-11A should be amended as follows:

The card copy will be filed by the office responsible for the CAMS data entry for the following offices and units.

District Offices, Office of Equipment Management, Maintenance Activities Unit and the Cost Accounting Unit.

All of the above office except for the Cost Accounting Unit should follow the following disposition instruction:

Cut off monthly accumulation each 6-30 and 12-31 then transfer to local area; hold 3 years after fiscal year in which created; then destroy. **Note:** These files may not be destroyed until all audit questions are resolved.

Cost Accounting Unit: Cut off monthly accumulation 6-30 and 12-31 then transfer to State Record Center; hold 3 years after fiscal year in which created; then destroy.

NOTE: These files may not be destroyed until all Audit questions are resolved.

Office Head:

John M. Sunde

Date:

2-12-97

Records Management Analyst:

Marta B. Jone

Date:

2-12-97

850806-01 233-17
7

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Transportation No. 2 Capitol Square Atlanta, Georgia 30334-1002	Application Number	74-11-A
Application Number		Date Received AUG 6 1985	Date Completed OCT 9 1985
2. Person to Contact Annette Mitchell		Working Title Principal Accountant	Telephone Number 656-5256
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-11A Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1971 Latest to date		5. Records Series Title (followed by title used in office, if different) Bulk Petroleum Cost Accounting File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? DIVISION OF ADMINISTRATION PROVIDES STAFF SUPPORT TO THE DEPARTMENT IN THE AREAS OF GENERAL ACCOUNTING; AUDITS AND FISCAL PROCEDURES; PERSONNEL AND TRAINING; CONTRACTS PROCUREMENT AND ADMINISTRATION; EQUIPMENT CONTROL; PURCHASING; COST ACCOUNTING; GENERAL FILES; RECORDS MANAGEMENT; DEPARTMENT BUDGET; SAFETY RISK OPERATIONS AND TELECOMMUNICATIONS; INVENTORY AND WAREHOUSE CONTROL; LEGAL AFFAIRS AND TOLLWAYS. GENERAL SUPPORT SERVICES IS RESPONSIBLE FOR CONTRACT PROCUREMENT AND ADMINISTRATION; EQUIPMENT CONTROL; PURCHASING; COST ACCOUNTING; GENERAL FILES; RECORD MANAGEMENT; DEPARTMENT BUDGET; SAFETY AND RISK OPERATION; TELECOMMUNICATIONS; HEATING AND AIR CONDITIONING; WAREHOUSE; LEGAL AFFAIRS AND TOLLWAYS. COST ACCOUNTING RESPONSIBLE FOR VEHICLE COST AND INVENTORY CONTROL.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Maintaining records of the distribution of Petroleum from the Department's bulk petroleum stations. Included are: Bulk petroleum invoices and bulk petroleum issue Summary report. File is arranged: Numerically by bulk Petroleum Station number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 8; Seven to twelve months old 5; Thirteen to twenty-four months old 1; twenty-five months and older 0?			
9. Annual Rate of Accumulation of Records Letter-size drawers 48; Legal-size drawers; Shelves; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? District Office
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------------|-----------------------------------|----------------------|
| a. State Law | _____ years. | d. Audit period | _____ 3 _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ 3 _____ years. |
| c. Federal law | _____ 3 _____ years. | f. Federal retention instructions | _____ years. |

Federal Law requires related Cost Accounting records must be retained 3 years after

Attach copy or excerpt of laws or regulations. Explain administrative need.

fiscal or calendar year in which the file was created.

FHPM Volume 1 Chapter 6 Section 2

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Cut off monthly accumulation then, each 6-30 and 12-31 then

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Office of General Support Services file: Upon completion of editing, balancing and posting to ledger, transfer each monthly accumulation to local holding area; cut off monthly accumulations each June 30 and December 31; then transfer to State Records Center; hold 3 years after fiscal year in which created; then destroy. NOTE: These files may not be destroyed until all audit questions are resolved.

District Offices Copy: Cut off file at end of each fiscal year; hold in current files area 1 year; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>John L. Bryant</i>	7-31-85	<i>Martha B. Beck</i>	7/30/85
State Records Committee (Signature)			
State Auditor/Designee	Secretary of State/Designee		Date
<i>Thomas J. Smith</i>	<i>Edward Weldon</i>		8/2/85
Attorney General/Designee			Date
<i>James H. Bryant</i>			8/12/85
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)			
10/8/85			



STATE
OF
GEORGIA

233-17
7
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History. Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received	Application No. Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Administration Office of General Support Services Atlanta, Georgia		4. Person to Contact Annette Mitchell	
		5. Working Title Accounting Asst.	6. Tel. No. 656-5256

7. ACTION REQUESTED TO AMEND APPLICATION NO. 74-11

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1971 -- to Date

9. Exact Series Title Bulk Petroleum Cost Accounting File

10. What is the function of the office in which this record series is created

The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel service.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to: Maintaining records of the distribution of petroleum from the Department's bulk petroleum stations.

Included are bulk petroleum invoices and bulk petroleum issue summary report.

File is arranged: Numerically by bulk petroleum station number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	10	15		48	72 ft. 3
Legal-size File Drawers			Floor Space Occupied (Square Feet)	12	50
Record Center Boxes		140		This Year's	Last Year's
			AVERAGE DAILY REFERENCES	10	1
				Preceding Year's	All Prior Year's
				-	-

QUESTIONNAIRE Place an "X" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☒ [X] ☐ []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☒ [X] ☐ []
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☒ [X] ☐ []
21. Does the record series contain documentation produced as EDP printout? ☒ [X] ☐ []
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ [X] ☐ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 4 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☒ [X] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

FHWA PPM 30-9-- project related cost accounting records must be retained 4 years after the fiscal or calendar year in which the file was created.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☐ [] Other

then:

- ☐ [] Hold in the current files area month(s)/ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut off.
- ☒ [X] Other: (Specify) SEE ATTACHED PAGE

SEE ATTACHED PAGE

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

Date 5/4/75

26. Recommendations in Paragraph 25 are:		<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	Head of Agency/Designee	Date
State		<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	Department of Audits/Designee	Date 6-6-75
Records		<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	Secretary of State/Designee	Date 5-27-75
Committee		<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	Department of Law/Designee	Date 6-9-75

Bulk Petroleum Cost Accounting File

25. Agency Recommendations:

Office of General Support Services File: Upon completion of editing, balancing and posting to ledger, transfer each monthly accumulation to local holding area; cut off monthly accumulations each June 30 and December 31; then transfer to State Records Center; hold 4 years after fiscal year in which created; then destroy. NOTE: These files may not be destroyed until all audit questions are resolved.

District Offices Copy: Cut off file at end of each fiscal year; hold in current files area 1 year; then destroy.

Bulk Petroleum Cost Accounting File

25. Agency Recommendations:

General Office: cut off file monthly upon balancing of edit and posting to ledger; transfer to local holding area; accumulate 6 months; hold 6 months; transfer to Records Center (July and January); hold 4 years after fiscal year in which created; then destroy.

District Offices: cut off file at end of fiscal year; hold in current files area 1 year; then destroy.

Note: The Department must request final clearance from the FHWA division engineer prior to the destruction of these records. Such clearance will be contingent upon the completion of audit and the clearance of all questions raised.

Original agency recommendation

Amended 74-11 A

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 1-7-74	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JAN - 9 1974 74-11 JAN 16 1974								
2. Agency Application No.	3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Administration Office of General Support Services Atlanta									
4. Person to Contact Annette Mitchell		5. Working Title Accounting Asst.								
6. Tel. No. 656-5256										
7. ACTION REQUESTED TO AMEND APPLICATION NO. 137 <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.										
8. Earliest & Latest Dates of Series 1971 -- To Date	9. Exact Series Title Bulk Petroleum Cost Accounting File									
10. What is the function of the office in which this record series is created <p>The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel service.</p>										
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): <p>Documents relating to the distribution of petroleum from the Department's bulk petroleum stations.</p> <p>Included are bulk petroleum invoices and bulk petroleum issue summary report.</p> <p>File is arranged chronologically by month and thereunder by bulk petroleum station number.</p>										
ATTACH SAMPLES OF THE FILE										
12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records								
Letter-size File Drawers	10	15								
Legal-size File Drawers										
Record Center Boxes		140								
ANNUAL RATE OF ACCUMULATION		No. of Drawers Cu. Ft. of Records 48 72 ft. 3								
Floor Space Occupied (Square Feet)		In Office(s) In Storage Area(s) 12 50								
AVERAGE DAILY REFERENCES		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">This Year's</td> <td style="width: 25%;">Last Year's</td> <td style="width: 25%;">Preceding Year's</td> <td style="width: 25%;">All Prior Years</td> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">1</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </table>	This Year's	Last Year's	Preceding Year's	All Prior Years	10	1	-	-
This Year's	Last Year's	Preceding Year's	All Prior Years							
10	1	-	-							

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [XX] ☐ []
14. Is there a duplication of this series in another office or agency? ☒ [XX] ☐ []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☒ [XX] ☐ []
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [XX]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [XX]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☒ [X] ☐ []
21. Does the record series contain documentation produced as EDP printout? ☒ [X] ☐ []
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ [X] ☐ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 4 years:

a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☒ [X] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

FHWA PPM 30-9-- project related cost accounting records must be retained 4 years after the fiscal or calendar year in which the file was created.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☐ [] Other

then:

- ☐ [] Hold in the current files area month(s)/ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.

☒ [X] Other: (Specify)

SEE ATTACHED PAGE

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Office

Date

25. Recommendations	<input type="checkbox"/> [] Approved	<input type="checkbox"/> [] Disapproved	Head of Agency/Designee	Date
in Paragraph	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [] Disapproved	Department of Audits/Designee	Date
25 are:	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [] Disapproved	Secretary of State/Designee	Date
Committed	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [] Disapproved	Department of Law/Designee	Date

Bulk Petroleum Cost Accounting File

25. Agency Recommendations:

* General Office: cut off file upon balancing of edit and posting to ledger; transfer file to local holding area; hold 6 months; transfer to Record Center; hold 4 years after fiscal year in which created; then destroy.

District Offices: cut off file at end of fiscal year; hold in current files area 1 year; then destroy.

* Note: The Department must request final clearance from the FHWA division engineer prior to the destruction of these records. Such clearance will be contingent upon the completion of audit and the clearance of all questions raised.